



Enrolment Form 2020-21

Please complete this form in BLOCK capitals using black ink.

For courses with entry requirements please apply online at www.belfastmet.ac.uk.

Course Title(s)	Please write full title of course as per prospectus/website.	Course Code	Location	Day	Time
1					
2					
3					

Personal Information Please enter name as you would like it to appear on examination certificates.

If you are already a student at Belfast Met or have attended/applied in the past, please provide:

Student ID Number: _____ **Title** _____

Surname _____ **Legal first name** _____ **Previous Surname** _____

Familiar name _____ **Date of Birth** / / _____ **Email Address** _____

Please enter your permanent home address below:
NOTE: All correspondence will be sent to this address.

Postcode _____

If you reside at another address during term time, please enter below:
Postcode _____

Home Contact Tel No. _____ **Mobile Contact Tel No.** _____ **Sex** Female Male

Unique Learner Number (ULN*) _____ **National Insurance Number** _____

Emergency/next of kin contact name _____ **Emergency/next of kin relationship** _____ **Emergency/next of kin telephone number** _____

- Please tick this box if you consent to us contacting your emergency contact if we have concerns about your progress, attendance or learning requirements, or for investigations.
- Please tick this box if you consent to us taking your photo during your course for social media, posters and for course purposes.

Qualifications on Entry Please indicate the highest qualification you currently hold.

Please **tick** the appropriate option, if applicable

Please **write** the associated level, if applicable

Please **write how many** you hold, if applicable

1	PhD	
2	Masters	
3	Postgraduate, PGCE	
4	Undergraduate Degree	
5	Foundation Degree/DipHE	
6	HND, HNC	
7	Access to HE	
8	No formal qualification	

9	Diploma (QCF or equivalent)	
10	Certificate (QCF or equivalent)	
11	Award (QCF or equivalent)	
12	National Vocational Qualification (NVQ)	
13	ESOL skills for life, Essential/Basic/Key Skills	

14	A Level/ Leaving Cert Level 5	
15	Higher Leaving Cert (Level 5)	
16	AS Level	
17	GCSE A*-C/ Leaving Cert Level 4	
18	Ordinary Leaving Cert (Level 4)	
19	GCSE D-G	
20	Junior Cert	

If your highest qualification is different from the list above please specify _____

Please indicate your grade or level obtained for GCSE English and Maths (including those equivalent qualifications for ROI results) or Essential Skills

English Language Maths ICT Essential Skills - Communication Essential Skills - Application of Number Essential Skills - ICT

Support Requirements Belfast Met is an equal opportunities College and welcomes applications from people with learning difficulties and/or disabilities. If you require additional learning support you should contact the Inclusive Learning Office on Telephone: 02890 265097 or email cild@belfastmet.ac.uk. This is a confidential service offered by the College.

Do you have a learning difficulty, disability or long term medical condition? Yes No

Emergency Evacuation Belfast Met is committed to protecting the health, safety and welfare of our students. In the event of an emergency evacuation of a campus, do you require specialist assistance to safely leave the building? Yes No

Student Status The fees for the course(s) you have applied for will be classified as either home or international fees depending on your immigration status in the UK on the start date of your course. Depending on the information you provide, a fees assessment may be required and further evidence may be requested. Evidence of residency will be required.

What is your nationality? _____ **Is your passport EU or non-EU?** EU Non-EU

What is the country of your birth? Please give the present name of the country: _____

What country have you been living in for the last three years?

- N. Ireland Rest of UK EEA/EU/Switzerland Rest of World (Please fill out details below)

If you have lived outside Northern Ireland, Rest of UK, EEA/EU/Switzerland for the last three years from the start date of your course, please circle your immigration status below:

- Residence Permit Student Visa Dependant Visa Work Visa Spouse Visa VPRS
 British Citizen Asylum Seeker Refugee Humanitarian Protection Discretionary Leave Exceptional Leave
 Right of Abode Indefinite Leave to remain or enter
 Other, please state: _____

What is your Immigration Status: Asylum Seeker Refugee

Do you hold an Application Registration Card (ARC) or a biometric residence permit? Provide details to enable correct fee structure to be decided.

Date of entry into the UK _____ Are you on a time limited visa? Yes No Visa Expiry Date _____
 Passport Number _____ Passport Expiry Date _____

Appropriate fees must be paid accordingly. If you are unsure of the residency requirements, please refer to the criteria laid down by the Department for the Economy at www.economy-ni.gov.uk or contact our International Office on 0044 (0) 28 9026 5192.

Payment of Fees Who is responsible for the payment of your fees?

Self Employer Other Agency (If fees are being paid by Employer or Other Agency written authorisation must be provided at time of enrolment)

Reduced Fee For many courses you may be eligible for a reduced fee if you are in receipt of certain benefits. Please check our website or prospectus for more details. Evidence must be provided at time of enrolment (dated in the past three months).

Income Support; Income Based Job Seekers; Working Tax Credit; Pension Credits; Housing/Rate Relief; Income Related Employment, Universal Credit and Support Allowance.

Evidence viewed by _____ Evidence attached _____

Details of Fees Outstanding debt to the College - All outstanding financial debt must be settled in full before enrolment. To discuss debt related queries or to progress settling of debt, please contact the Finance Office on tel: 028 9026 5488

Course Name 1	Amount	£
Course Name 2	Amount	£
Course Name 3	Amount	£

Method of payment

Invoiced to employer (Authorisation attached) Cheque (Made payable to Belfast Metropolitan College)

Cash (You can only pay by cash in person at one of our sites) Credit/debit card (If you are not enrolling in person, the College will contact you to request credit card details.)

Agreement

I declare that the information I have provided is correct and I agree to inform the College of any changes to this information.

I am aware that the College reserves the right to withdraw or cancel a course at any time and I shall have no claim against the College in such an event except for repayment of fees. In the event of a cancellation, a refund of fees may be obtained. However, a refund is not available to anyone who leaves after attending one or more classes.

I understand the information provided by me will be handled in accordance with the Data Protection legislation. See Data Protection section on page 3 for more information.

I understand the course aims and content and confirm that they meet my current learning needs.

I have received verbal and/or written information about the course and College and I agree to abide by the policies and regulations of Belfast Metropolitan College, including the Belfast Met Student Code of Conduct and all College policies (all policies are available on request or via the College's website).

I understand that tuition fees apply to the financial year beginning 1 August and ending on 31 July and are chargeable in each year of study. Tuition fees are payable in full at the time of enrolment and can comprise course fees, registration fees or any other charge relating to the course. Payment is accepted by cash, cheque, direct debit or credit card (Visa, MasterCard). For more information on Fees and Charges, please visit <https://www.belfastmet.ac.uk/siteFiles/resources/docs/PublicDocuments/FeesandChargespolicy2020-21Final.pdf>

I agree that registration and progression into the next year of my course is subject to satisfactory performance, attendance and payment of fees.
I accept responsibility to ensure payment for all appropriate fees, eg. tuition, examination, registration, materials, etc.

Criminal Convictions

Belfast Met actively promotes equality of opportunity and welcomes enrolments from a wide range of applicants, including those with criminal convictions. However, in order for the College to manage any risk that you may pose, you must tell us about any unspent criminal convictions. For certain courses, you must disclose all criminal convictions. To tell us about your convictions, please complete either a "<https://www.belfastmet.ac.uk/siteFiles/resources/docs/StudentSupport/CriminalDisclosure/BelfastMetStudentCriminalDisclosureForm.docx>" Criminal Offence(s) Disclosure Form or an "<https://www.belfastmet.ac.uk/siteFiles/resources/docs/StudentSupport/CriminalDisclosure/BelfastMetEnhancedStudentCriminalDisclosuresForm.docx>" Enhanced Criminal Offence(s) Disclosure Form.

Both forms are available on our website at: "<https://www.belfastmet.ac.uk/studentcriminaldisclosures/>" or by contacting the Safeguarding Administrator on 028 90265184. The "<https://www.belfastmet.ac.uk/siteFiles/resources/docs/StudentSupport/CriminalDisclosure/CriminalConvictionsStudentGuidanceandInformation.pdf>" Criminal Convictions Student Guidance and Information document in the "<https://www.belfastmet.ac.uk/studentcriminaldisclosures/>" Life at the Met/Student Support section of our website explains which form you need and how to complete and return it to us in confidence.

By disclosing criminal convictions you will not automatically be excluded from the application/enrolment process. The College will assess the risk that you may pose and determine whether it can safely be managed. This confidential process is separate from the admissions process, in keeping with data protection principles. You will be advised of the Safeguarding Risk Assessment Panel decision separately and as quickly as possible. You should not discuss your criminal disclosure with your course team or your fellow students.

To find out more information about the release of this information and guidance on conviction disclosure, contact NIACRO on 028 90320157.

If you are convicted of a criminal offence after you have applied to the College, you must tell us about this conviction and complete one of the Criminal Convictions Disclosure forms as set out above. If you need help with this process please contact the Head of Student Support by e-mailing: "<mailto:studentsupport@belfastmet.ac.uk>" studentsupport@belfastmet.ac.uk

Student signature and declaration

Please read section called 'Early Withdrawal from a course'. I declare that all information provided on this form is correct and I undertake to pay all tuition and other fees due to the College in relation to this enrolment(s) and in signing I accept the terms of the agreement detailed above and overleaf.

Your Signature _____

Date _____

For completion by College staff only.

The above student has been accepted onto the course(s) listed. I have verified that this enrolment and monitoring form has been fully completed.

Staff signature: _____

Date: _____

For Office Use only

Personal Information Completed
Yes/No _____

Student Status Completed Yes/No _____

Status verified by: _____

Evidence produced: _____

Status verified as: (please tick)

- a) British
b) Irish
c) Non British/non Irish

Additional information _____

Additional Support Completed Y/N _____

Marketing Info Completed Y/N _____

Payment of fees Completed Y/N _____

Reduced fees Completed Y/N _____

Fee details Completed Y/N _____

Student Signature Completed Y/N _____

Enrolment form must not be accepted without signature

If No, please state reason: _____

Data input by: _____

Date input: _____

Payment amount received: _____

Payment method: _____

Receipt no: _____

Batch no: _____

Data quality check: _____

Quality checked by (print name): _____

Signature: _____

Date checked: _____

Checked by: _____

Early withdrawal from a course

The College's policy is that all tuition fees are paid in full and are not refundable. The exceptions to this are as follows:

1. A course/session is cancelled by the College. Where the cancellation of a course takes place, students will be offered either a place on a suitable alternative course or a full refund. Where a student has not attended a course and has provided written notification to the College at least 5 working days before the course commences.
2. If the time, day or evening meeting of the class has been changed and the student is unable to continue attending because of these changes, a refund will be issued if written notification is received within 20 working days of the change.
3. Students on specified Higher Education Courses (year 1) and International students on Full Time Further Education courses.
4. Other refund/cancellation applications shall be considered only in exceptional circumstances by a member of the College Directorate or designated authority (Head of Finance).

If an applicant has made one or more attendances, no refund/cancellation may be given, except in circumstances as listed in sections 3 or 4. However, where a refund has been refused it may be possible to transfer the tuition fee paid to another programme.

All applications for refunds / deferrals must be in writing to the Finance department. Applications may be supported by the Business Services Unit Manager or Curriculum Area Manager but only a member of the College Directorate or Head of Finance have the authority to authorise a refund or deferral of fees.

Where a refund has been authorised, payment originally made by credit or debit cards will be refunded by cheque within 20 working days. Where a deferral has been authorised, the student will be issued with a letter to bring with them to enrolment at an agreed future date. For more information on Fees and Charges, please visit <https://www.belfastmet.ac.uk/siteFiles/resources/docs/PublicDocuments/FeesandChargespolicy2020-21Final.pdf>

General Data Protection Regulations 2018

Belfast Met adheres to the Data Protection Act 2018. For further information on how Belfast Met processes and administers your data please refer to the Privacy Notice on our website. For further information on your rights, please refer to our Data Protection Policy on <http://www.belfastmet.ac.uk/about-us/corporate-information/privacy-policy/>

If you have any concerns, please write to: Corporate Development, Belfast Metropolitan College, Castlereagh Campus, Montgomery Road, Belfast, BT6 9JD. Alternatively, send an email to: dataprotection@belfastmet.ac.uk

If you would like a copy of this form in a different format please contact Corporate Development on tel: 028 9026 5000 or email: equalityservices@belfastmet.ac.uk

Monitoring Information 2020-21



The following information is required by Belfast Metropolitan College to enable the College to monitor, check and demonstrate the fairness of its procedures as required by s75 of the Northern Ireland Act 1998. The information will be shared with the Department for the Economy to monitor equality of opportunity at a Sector level.

Information provided for monitoring purposes **will not** play a part in determining access to a course. It will only be used for equality and social inclusion purposes to help us improve the services we offer and make them more accessible.

Your information will be held securely, with access limited to those who need to see this for monitoring purposes. It will be held in accordance with data protection legislation. Our Privacy Notice provides further details on how we process your data <https://www.belfastmet.ac.uk/about-us/corporate-information/privacy-policy/>

This section is for completion by college staff only.

Student Reference

Tick each box that applies to your circumstances.

(1) Dependants Do you have a personal responsibility for the care of: (tick each box that applies to your circumstances)

A child (or children)? *A child is someone under 16 years of age or under 18 if in full-time education Yes No

A person(s) with a disability? Yes No

A dependant adult(s)? Yes No

None of the above:

(2) Marital Status Are you: (please tick one box only)

Single (01)

Married/Civil Partner (02)

Separated (03)

Divorced/Dissolved (05)

Widowed/Surviving Civil Partner* (04) * Refers to situations in relation to either marriage or civil partnership.

(3) Community Background What religion, religious denomination or body were you brought up in?

Roman Catholic (1)

Protestant (2)

Other Christian (3)

Non Christian (4)

None (5)

(4) Ethnic Group To which of these ethnic groups do you consider you belong? (Select the option that is most appropriate for you.)

White (01)

Black Caribbean (02)

Black African (03)

Black Other (04)

Indian (05)

Pakistani (06)

Bangladeshi (07)

Chinese (08)

Irish Traveller (11)

Mixed Ethnic Group (12)

Asian Other (13)

Any Other Group (98):

(5) What is your main employment status? (please tick one box)

Employed Full time
(30hrs or more per week) (05)

Employed Part time (less than 30hrs per week) (06)

Self employed (07)

Not in work and not looking for work:

Retired/looking after family or home/
Long term sick (10)

Student/Waiting to start a course at college
or university (11)

Other e.g. voluntary unpaid work (12)

Unemployed (out of work and looking for work) for:

Less than 6 months (15)

6 to 11 months (16)

12 or more months (17)

(6a) Disability

Are your day to day activities limited because of a health problem or disability which is expected to last at least 12 months?

Yes No

(6b) Please complete 6b if you have replied Yes to question 6a

Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. (Tick all that apply)

Specific learning disability (e.g. Dyslexia, dysgraphia) (01)

Autistic spectrum disorder/Asperger's syndrome (05)

Blind or partially sighted (02)

Mental health condition (06)

Deaf or hard of hearing (03)

Unseen disability (eg. Diabetes, epilepsy) (07)

Mobility difficulty (04)

(7) What is your first language?

English (01) Other (80)

(8) What religion, religious denomination or body do you belong to?

None (01)

Buddhist (02)

Roman Catholic (05)

Presbyterian Church in Ireland (06)

Church of Ireland (07)

Methodist (08)

Other Christian (09)

Hindu (10)

Jewish (11)

Muslim (12)

Sikh (13)

Other Religion (80)

(9) Sexual Orientation: Which of the following options best describes how you think of yourself?

Bisexual (01)

Gay (02)

Lesbian (03)

Heterosexual / Straight (04)

Prefer not to say (99)

(10) What is your current political opinion?

Nationalist (01)

Unionist (02)

Other (80)

None (99)

Prefer not to say (98)

(11) Care Background

Are you in care or have been in care? In care is to mean either fostering, adopted, care home or other supported residential care.

Yes No

(12) How did you find out about the course(s)?

School / Careers
Teacher

DfE Careers Service
Adviser

College Careers
Service / Tutor

Newspaper
Advertisement

TV Advertisement

Radio Advertisement

Billboards/Buses/
Bus Shelters

TV/Radio interview
or newspaper article

NI Direct

College Website

Social Media
(Facebook/Twitter)

College Information Day

College Literature/
Prospectus

Word of mouth
(friend, parent etc.)

Employer

Jobs and Benefits
Office

Other

Name of your previous school or College

Year Left: